

**SBE-34/2024**

**पश्चिम मध्य रेल**  
**West Central Railway**



महाप्रबंधक कार्यालय / GM's Office  
कार्मिक विभाग / Personnel Deptt.  
जबलपुर / Jabalpur. Pin-482001

पत्र क्रं. पमरे/का-मुख्या/501/आई.आर/सीक्रेट बैलेट-2024

दिनांक 07.11.2024

पीठासीन अधिकारी एवं सहायक पीठासीन अधिकारी - जबलपुर, भोपाल, कोटा, सडिपुका/भोपाल  
एवं माडिमका/कोटा

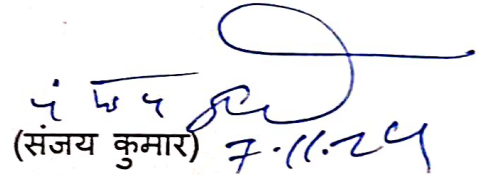
**Sub – Training of Polling Authorities for conduct of Secret Ballot Elections –III.**

**Ref - Rly. Board,s Letter No. 2024/SBEC – III/ Elections dated 06.11.2024**

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रेल्वे बोर्ड ने अपने संदर्भित पत्र दिनांक 06.11.2024 के तहत गुप्त मतदान के लिए मतदान अधिकारियों के प्रशिक्षण के बारे में आवश्यक निर्देश जारी किये जिसकी प्रतिलिपि अवलोकन व कड़ाई से अनुपालन किये जाने हेतु संलग्न की जा रही है।

संलग्न:- उपरोक्तानुसार ।

  
(संजय कुमार) 7.11.24

पीठासीन अधिकारी एवं उप मुख्य कार्मिक अधि. (औ.सं.)

कृते निर्वाचन अधिकारी, एस.बी.ई - 2024

पश्चिम मध्य रेल जबलपुर



GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (RAIL MANTARALYA)  
(RAILWAY BOARD)

Dated 06.11.2024

No. 2024/SBEC-III/Elections.

The PCPOs & Returning Officers  
Zonal Railways (Open Line)  
Metro Railway, Kolkata  
Production Units (CLW & RCF only).

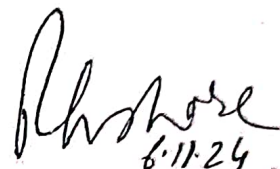
**Sub: Training to Polling Authorities for conduct of Secret Ballot  
Elections-III.**

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All Returning Officers and Presiding Officers are required to hold at least two rounds of training for the staff to be deployed for different poll-related responsibilities with special focus on Polling Authorities under the Presiding Officers.

2. Indicative topics to be covered in the training are as following:
- Relevant sections of Final Modalities and all subsequent corrigenda and clarifications.
  - Familiarisation with the Voters List of the Polling Booth.
  - Knowledge regarding voters deputed on training to other training institutes.
  - Sealing of ballot boxes with paper seal.
  - Role of polling agents.
  - Lay out of Polling Booths and setting up of Polling Booths including CCTV installation.
  - Do's and Don'ts to be followed during election process.
  - Handling of voters covered under Right to Persons with Disabilities Act, 2016 (Section 13 of Final Modalities).

- ix. Instructions regarding mobiles by Polling Personnel, Voters and Polling Agents. (Section 16.17.11 and 16.17.12 of Final Modalities).
- x. Knowledge regarding stationery to be used in the elections.
- xi. All procedures related to elections required to be followed at the level of Polling Officers, Presiding Officers and Returning Officers.
- xii. All formats to be filled up by Polling Officers & other authorities.
- xiii. Postal Ballot System - Training to be given to concerned officials under Presiding Officer/Returning Officer.
- xiv. Any other relevant topic.



(Rajiv Kishore)  
Chairman,

Secret Ballot Election Committee-III  
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